

Roles and Responsibilities for Spot Checks 10/25/2013	ASTC – Ops	ASTC – Programs	SRC	SCE	TSP Coordinator** (Technical)	DC or WRP Team Leader
Prepares potential list of practices for review		X				
Provides input on practice modifications		X				
Provides input on practice selection	X	X	X	X		
Selects Practices for review	X					
Schedules Spots Checks based on required attendees	X					
Lead reviewer* for Ecological Sciences			X			
Lead reviewer* for Engineering				X		
Lead reviewer* for CAPs and TSP installed Practices					X	
Participates in reviews for NRCS installed practices	<i>optional</i>	<i>optional</i>	X	X		X
Participates in reviews for CAPs and TSP installed practices					X	<i>optional</i>
Prepares written reports following reviews			X	X	X	
Determines Follow-up timeline for each Field Office to be included in the written report	X					
Determines Follow-up timeline for WRP Team to be included in the written report		X				
Follow-up on assigned action items from Spot Checks	X	X	X	X	X	X
Lead person for Field Office Spot Check follow-up	X					
Lead person for WRP Team Spot Check follow-up		X				

*Lead reviewers may request assistance from other Statewide Staff for conducting reviews. Other staff may provide assistance if approved by the State Conservationist.

**The TSP Coordinator (Technical) is currently supervised by the ASTC-Operations. The ASTC-Operations is the Leadership Team member responsible for TSP Coordinator assignments. The TSP position is listed separately on this matrix due to the specific duties assigned to this position.